

**NORWALK COMMUNITY COLLEGE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Norwalk Community College, Dean of Administration, 188 Richards Avenue, Norwalk, CT 06854-1655
Job Posting No: 00048237
Hours: 8:30am to 5:00pm (1/2 hour lunch)
Salary: \$49,357 approximate annual
Closing Date: December 15, 2011

Eligibility Requirement: Candidates must have applied for and passed the **Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the general experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12 and CT-HR-13) to:

Ginny DellaMura, Director of Human Resources
Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854-1655
203-857-7305 (fax)
vdellamura@ncc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.